

CONFIDENTIAL

Chief, Management Staff

6 June 1957

Chief, Records Management Staff

Weekly Report - Week Ending 29 May 1957

1. Contributions

a. Tangible

- (1) Ten new and revised forms completed.
- (2) 105 cubic feet of inactive records transferred to Center; 45 cubic feet destroyed.
- (3) Developed and improved method of reporting employee injuries. This new method eliminates 40 man hours formerly required each six months in compiling a report for the BBS and eliminates a monthly report prepared by the Medical Staff.
- (4) Completed evaluation of three employee suggestions.
- (5) Collaborated with Business Machines Services - developing a special filing system for the Office of Personnel to take care of Flex - O-Writer tapes to be used in processing personnel actions.
- (6) Reviewed five requisitions for filing equipment.
- (7) Completed a proposal for shelf filing for the Office of Security.

b. Intangible

- (1) Prepared and submitted to Supply Division, Office of Logistics, budget estimates for Agency forms for next fiscal year.
- (2) Reviewed proposed regulation reporting requirements for Real Estate and Construction, and assigned reports control symbol to required report.

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2. Assignments - (Active)

- a. Twenty-one forms in process.
- b. Records Disposition Survey, OCR - survey report being prepared; schedule completed and awaiting approval of AD/CR.
- c. Review of Filing System, Suggestion Awards Staff.
- d. Installation of Filing System, OSI- continuing installation in the Medicine Division.
- e. Use of Shelf Filing, Biographic Register and Industrial Register.
- f. Use of Shelf Filing, Office of Logistics - preliminary work started to develop a plan for a pilot installation.
- g. Records Management Survey, Stock Management and Requirements Section of Logistics Office - survey completed and report discussed with appropriate officials.
- h. Review of Vital Materials Program - Office of Comptroller, Office of Training, Office of Personnel, and Medical Office.

3. Assignments (Inactive)

- a. Records Disposition Survey, Commercial Staff - awaiting comments from office.

4. News

- a. Arrangements are being made to go ahead with the installation of the shelving in the aisles of the Records Center in order to provide sufficient space for receipt of inactive records.
- b. The transfer of certain captured Japanese records to the Weather Bureau has been completed in accordance with arrangements made with the Archivist of the United States.

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6/57
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